

Customer and Local Services

Retention periods for information processed by the **People Hub - Learning and Development Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Historical colleague training records downloaded from TrainEasy	2 years	Delete	None
Attendance Records saved on 'Virtual College'	2 Years	Delete	None
Training Applications (internal forms, external forms and accompanying paperwork)	3 years	Delete	None
Meeting Agendas and minutes	3 years	Delete	None
Pre & Post course electronic evaluations	2 years	Delete	None
Post course qualitative survey responses	2 years	Delete	None
Trainer observation records	2 years	Delete	None
Course Programme materials	2 Years	Delete	None
Data for uptake and spend	2 Years	Transfer to Jersey Archive	Archive